

Manpower & Organizational Change Request

Organization:	Requestor:	Date:
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Requestor E-Mail:	Requestor Phone:
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Subject:

A. Change Request Overview:

1) Type Action: (Select Value) Organization Change: Manpower Change:	2) Desired Effective Date:
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3) Executive Summary:

B. Organizational Change Details: (i.e. reorganization, delayering, division/branch rename) Please attach any supporting documentation to this PDF.

1) Describe proposed action in detail:

2) Summary of "why" this action is needed. (attach any supporting documentation driving this new requirement e.g. Directive, CONOPS, NDAA, Directive Type Memorandum)

Attachment(s): Yes No

3) Describe the proposed structure of the new organization. (attach current organizational chart and a proposed organization diagram)

Attachment(s): Yes No

4) If new organization, what are the major functions and tasks to be performed? (attach additional information as needed)

a. Functions:

b. Tasks:

Attachment(s): Yes No

5) Will there be any manpower requirement changes resulting from the proposed action? (If so, please complete Manpower Change Details below) Yes No

C. Manpower Change Details: (Requirements impacted by organizational changes (i.e. moving between divisions/branches)). Please attached any supporting documentation to this PDF.

1) Describe proposed action in detail:

2) Summary of "why" this action is needed. (attach any supporting documentation driving this new requirement e.g. Directive, CONOPS, NDAA, Directive Type Memorandum)

Attachment(s): Yes No

3) Is this a change to an existing manpower requirement? Yes No

a. If yes, is this requirement authorized (funded)? Yes No

b. If no, is there an offset available for use from within the Directorate? Yes No

i. If no, has request for offset been requested through Resourcing Decision Board? Yes No

c. Does this change create a same grade reporting issue? Yes No

i. If yes, please include an exception to delayering policy for same grade reporting to this PDF.

4) Will this be a supervisory requirement? Yes No

a. If yes, does it meet span of control (min of 7 mil/civ direct reports)? Yes No

b. If no, what is the grade and organizational location of the supervisor? GRD Org

5) Manpower Requirement details from JTD:

a) DHA Assigned Org From: Org To:

b) JTD Position #:

c) JTD Position Title:

d) JTD Pay Plan (GS, GP, WG, etc.):

e) JTD Specialty/ Job Series from: Specialty/ Job Series to:

f) JTD Grade from: Grade To:

If multiple positions impacted, please provide this detail as an attached spreadsheet.

6) Offset Detail (if applicable):

a) DHA Assigned Org: b) JTD Pos #:

c) JTD Position Title:

d) JTD Pay Plan (GS, GP, WG, etc.): e) JTD Job Series: f) JTD Grade:

7) Is the requirement temporary or enduring?

Please explain:

8) Is this requirement inherently governmental or military essential?

Please explain:

9) Will there be HR impacts to existing personnel? (e.g. realignment of Military, Civilian position to different organization, geographic location, supervisory change or change in occupational series or grade)?

Yes No

D. Coordination

M&O has approval authority for MINOR OCRs and MCRs

1.	Requesting Division:	
2.	Requesting Directorate:	
3.	Additional Directorate(s): (Required if more than one Directorate impacted)	
4.	Manpower and Organization Forward to: Approve Non-Concur	
5.	DHA Director	
6.	Chairman, Resourcing Decision Board (RDB) (only if new resourcing or changes to grade required)	
7.	DHA Facilities (Situational Awareness, Space utilization)	
8.	Human Resources (Situational Awareness)	
9.	Return to Manpower & Organization for Execution	

Comments: